

HIMS-TRAINED AME DATA SHEET INSTRUCTIONS

(Updated 04/24/2019)

This DATA Sheet is needed for all initial applications, initial applications deferred for additional information, reapplication after relapse treatment, or seeking monitored abstinence.

This form is **NOT** needed for class 3 airmen or requests for program modification.

HARDWARE AND SOFTWARE ENVIRONMENT

- **Windows 7 or Windows 10.**
- **Apple** MAC default for opening PDFs is their “Preview” program. It supports filling, but:
 - The calendars for the dates do not show up;
 - Does not support JavaScript, therefore the “Click to Submit” is not operative.
- **Do not use on portable Apple or Android devices.**
- **Use the latest version of ADOBE ACROBAT READER DC or ADOBE PRO.** Some functions may not work if you are using an old version of ADOBE. Download free Acrobat Reader DC at <https://get.adobe.com/reader/>

PROCEDURE

Initial use:

- The recommended best practice is to create an archive template copy.
- Then save another copy as your working template. You will reuse the working template for each new HIMS DATA Sheet report.

Recurrent use:

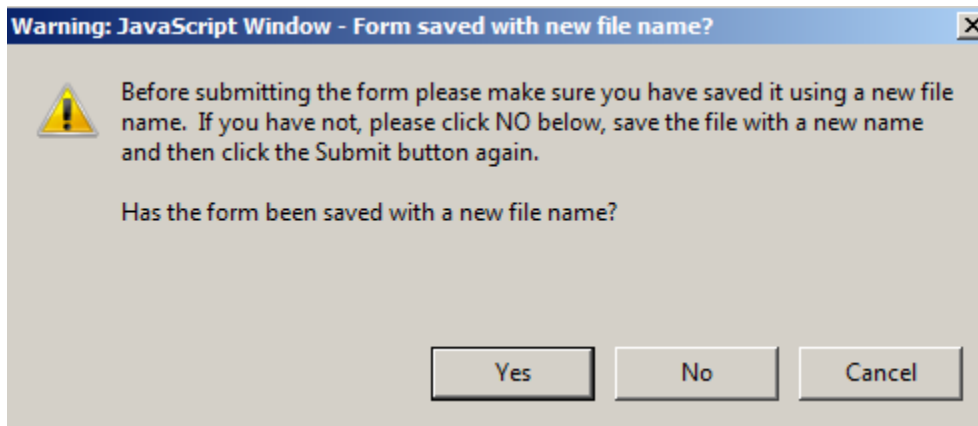
- Open the working template document.
- Save it on your system, using “save as” function. Use whatever name comports with your data protection schema e.g., the airman unique ID (see below).
- Do not overwrite the working template.
- **Do not use the airman name on the form or as the external file name.** Since the document will be sent by regular email, using airman’s name either on the form or as the external file name will constitute spillage of personally protected information **(PII)**.
- Enter the data on the form (instructions below).
- Save the completed document in your protected electronic system and print it.
- A green **“Submit Completed Form” button will work with Windows but not MAC computers.**
Our understanding is that this incompatibility has to do with Apple and ADOBE vs Microsoft and Adobe.
- **You do not have to sign the electronic document.**

For APPLE Computers: Skip the next sections and go to “FOR APPLE MAC Computers.”

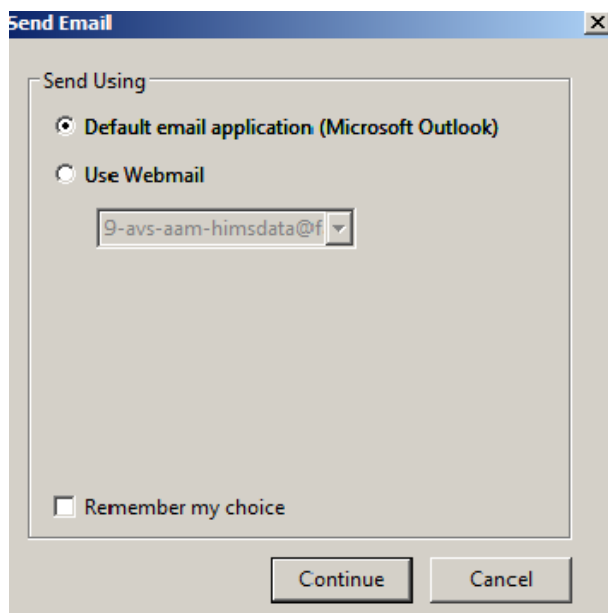
For Microsoft Windows computers - go to “FOR WINDOWS” below:

FOR WINDOWS:

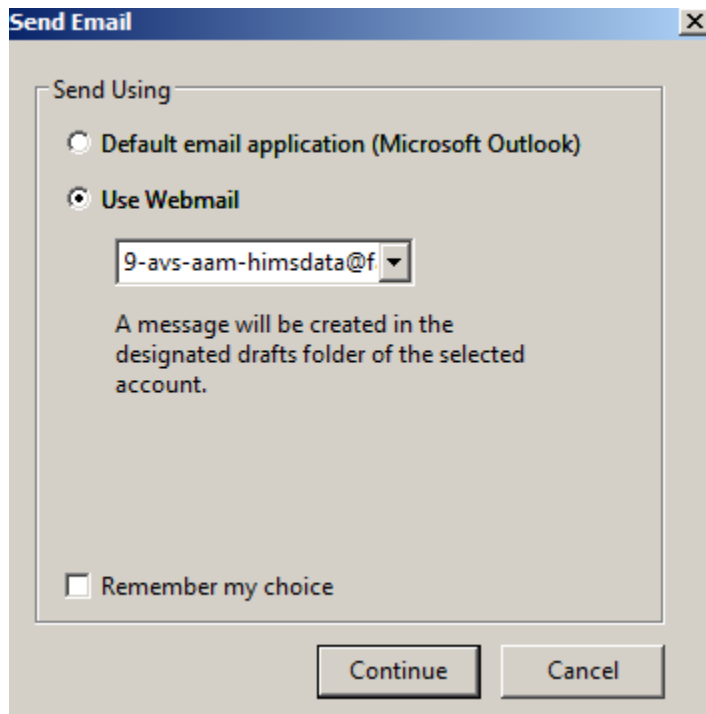
- When clicking the “Submit” button you will see:



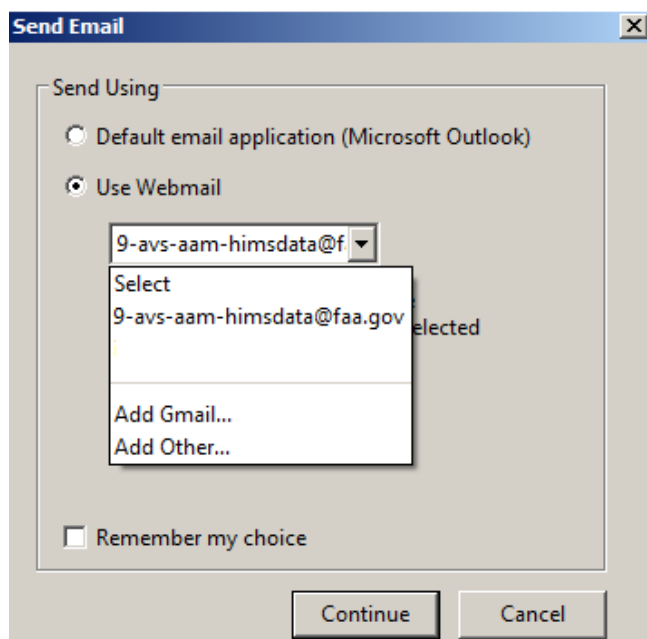
- This is a reminder if you did not do the save as recommended above. If you did, **click “Yes.”** If not, **click “No”** and save the file as instructed, then **click the submit** button again.
- After clicking “Yes,” you will see a prompt for the email information. Make sure your email application is **OPEN**.
- If you are using Outlook, select the “**Default mail application (Microsoft Outlook)**” button, as shown below, and **click “Continue.”** Go to “**PRINT.**” If not using Outlook go to the “**Other than Outlook email**” section in this document.



If using other than Outlook email:

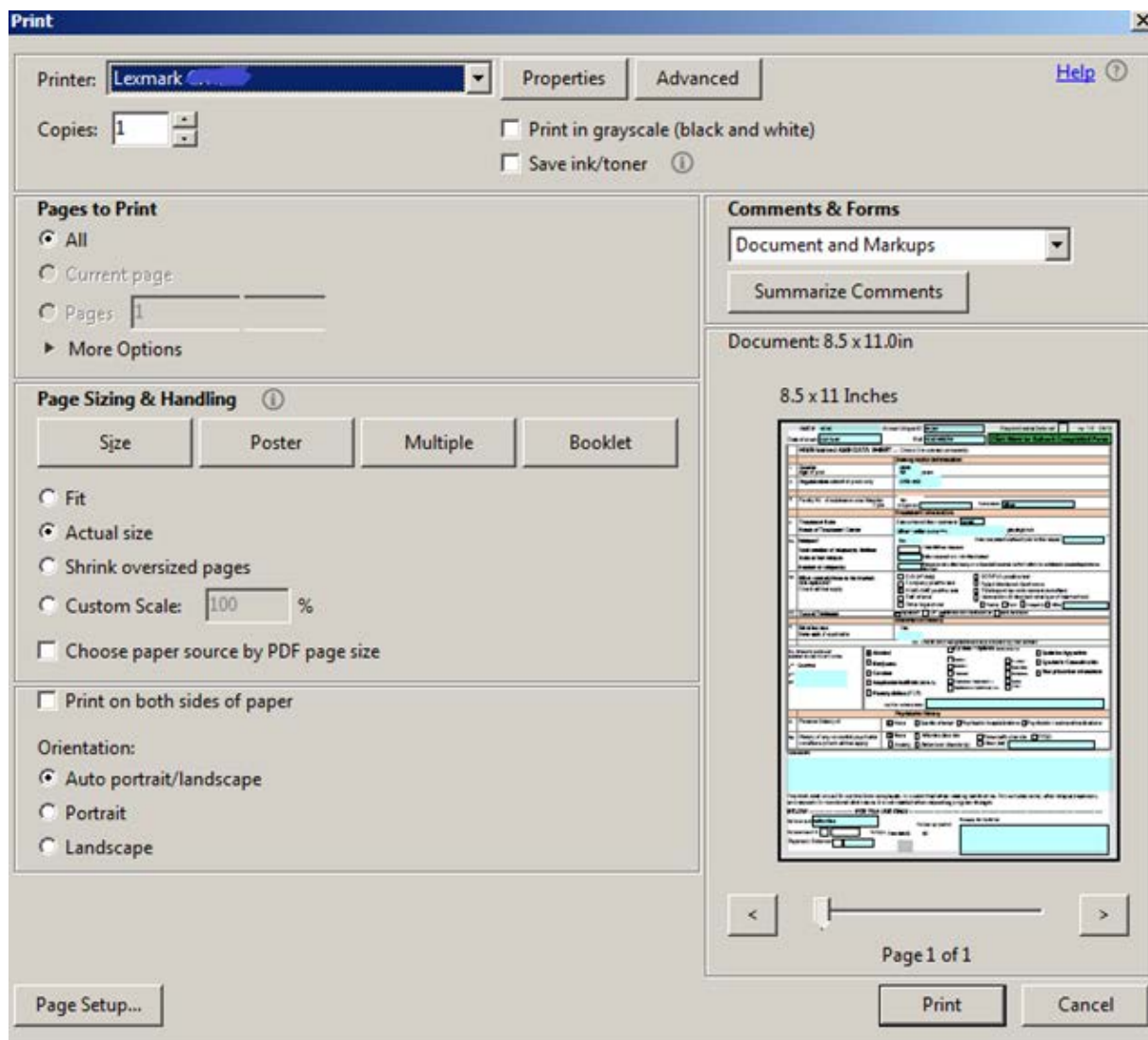


- **Select** "Use Webmail."
- **Click** the drop down arrow.
- **ADD** a Gmail account name or any other email address of your email system. Enter the account name of your email system. For example, if your email address is AVDOCS@verizom.com, enter the name. (Note: "verizom" used above is intentional to avoid using a proprietary name.)
- **Click** "Remember my choice" to include it in the dropdown list for the future.
- **Click** "Continue." Go to "PRINT."



PRINT:

The system will then open the print function. The hard copy DATA Sheet must be included in the paper HIMS package sent to the FAA, per the **HIMS AME checklist**.



Window users - skip the section below and go to the “**HOW TO ENTER FORM DATA**” section.

FOR APPLE MAC COMPUTERS

- **Open** your email application program
- **Email** the saved version to **9-AVS-AAM-HIMSDATA@FAA.GOV** as an attachment.
- **Print** a hard copy. The hard copy DATA Sheet must be included in the paper HIMS package sent to the FAA, per the **HIMS AME checklist**.

HOW TO ENTER FORM DATA

- All fields surrounded with a **red box** require a response.
- Before you begin, make sure the drop-down boxes are set to the first selection in the template document. The first selection should show the word “select” or appear blank. If not, you can reset it to the first selection.

Demographic Information	
TOP	<p>PI # - Only if known.</p> <p>Airman unique ID - A unique set of characters that will allow the FAA to match the emailed DATA Sheet with the hard copy chart submitted. e.g., the AME electronic record number, chart number, airman's initials and 4 characters of the airman's driver's license, or social security number.</p> <p>Resubmit Initial Deferred - If this case was previously rejected for an SI on the initial.</p>
1.	Select from drop-down menu the pilot's gender. Enter age in years (whole numbers).
2.	Select from the drop-down menu the number range of active pilots employed by the airman's employer.
Family History	
3.	Select yes/no to indicate family history of substance abuse. If yes and known, enter diagnosis and preferred substance.
Treatment Information	
4.	<p>Date entered current treatment: This is the date the airman started treatment (not the date AME started monitoring). Format MM/YY.</p> <p>Select name of treatment center from drop-down menu. If not listed, select “other” and enter it manually in the adjacent box.</p>
4a.	If yes, complete fields as indicated.
4b.	<p>Check all that apply. Other legal events include public intoxication, etc. If intervention occurred, identify type (family, peer, or other).</p> <p>Any category test (pre-employment, random, post-accident, etc., is a DOT/FAA test).</p>
4c.	Select monitored abstinence if airman only received education and monitoring by AME. Self-directed - e.g., 12 step program.
Substance History	
5.	Select yes/no for nicotine use. If applicable, list approximate date quit. Format MM/YY.
5a.	Select from the drop-down menu airman's preferred substance(s). Rank in order.
5b.	Check all drug (s)/substance(s) abused by this airman.
Psychiatric history	
6.	Check all that apply; any co-morbid psychiatric conditions.
6a.	For other additions such as gambling or sexual, select “Behavioral disorders(s).”
Comments	Clarification or AME notes.